



# STATE OF TENNESSEE

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

|  |                    |                    |                                     |
|--|--------------------|--------------------|-------------------------------------|
| Class Title:<br><b>TITLE AND REGISTRATION EXAMINING CLERK 1*</b> |                    |                    | Abbreviation:<br><b>TR EX CK 1</b>  |
| Class Code: <b>02563</b>   | OCC Code: <b>3</b> | Analyst: <b>RW</b> | Effective Date: <b>SEPT 1, 1992</b> |

**SUMMARY:** Under immediate supervision, is responsible for title and registration examining clerical duties of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry class in the Title and Registration Examining Clerk sub-series. An employee in this class learns to examine and review applications for motor vehicle title and registration and supporting documents in order to determine completeness, accuracy and correct amount of fees and taxes. This class differs from Title and Registration Examining Clerk 2 in that an incumbent of the latter functions at the working level, performing clerical duties of average difficulty under general supervision.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during this period will result in automatic demotion or termination.

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Learns to examine, review, approve or disapprove applications for motor vehicle certification of title and registration and supporting documents in order to determine completeness, accuracy, and correct amount of fees and taxes collected or due.
2. Learns to use information from microfiche, files, phone conversations, correspondence and tax regulation manuals in order to determine approval or rejection of certification.
3. Learns to explain existing policies and procedures pertinent to motor vehicle title and registration.
4. Learns to prepare and maintain detailed and complex motor vehicle records.
5. Learns to make corrections of errors in motor vehicle registration renewal documents through research and updating of information by the use of CRT terminals.

#### MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of office clerical experience; qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis.



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Abbreviation:

**TR EX CK 1**

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**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.